

**TOWN OF BEAUSEJOUR
BY-LAW NO. 1796-23**

BEING A BY-LAW OF THE TOWN OF BEAUSEJOUR TO REGULATE THE GRADING OF PROPERTY AND TO ESTABLISH LOT GRADE ELEVATIONS AND TO REPEAL 1772-19.

WHEREAS Sub-section 294.1(2) of the Manitoba Municipal Act subject to the rights of any other party under The Water Resources Administration Act or The Water Rights Act gives jurisdiction over every drain within its boundaries to the municipality;

AND WHEREAS section 231 (b) of the Manitoba Municipal Act provides that Council may pass by-laws to enhance the ability of the municipality to respond to present and future issues in the municipality;

AND WHEREAS section 232 (1)(a) of the Manitoba Municipal Act provides that Council may pass by-laws for municipal purposes with respect to the safety, health, protection and well-being of people, and the safety and protection of property;

AND WHEREAS section 232 (1)(h) of the Manitoba Municipal Act provides that Council may pass by-law for municipal purposes with respect to drains and drainage on private or public property;

AND WHEREAS section 232 (2)(d) permits Council to establish fees or other charges for services, activities or things provided or done by the municipality;

AND WHEREAS section 245 (1), subject to Section 242 and 242(2)(b), of the Manitoba Municipal Act permits a municipality to take whatever action or measures necessary to remedy a contravention of a by-law;

AND WHEREAS the Council of the Town of Beausejour deems it expedient and in the public interest to pass a by-law to establish regulations governing the grading of property for the purposes of managing storm water runoff in order to minimize any nuisance that may be caused to property by storm water runoff, and to minimize the infiltration of storm water into the wastewater sewer system via building foundation drains;

NOW THEREFORE the Council of the Town of Beausejour in meeting duly assembled enacts as follows:

SECTION 1 SHORT TITLE

1.1 This By-law may be referred to as the “Town of Beausejour Lot Grade By-law”.

SECTION 2 INTENT OF BY-LAW

- 2.1 The intent of this by-law is to establish regulations governing the grading and landscaping of property within the municipality for purposes of managing Storm Water runoff in order to minimize:
- a) The infiltration of Storm Water into the wastewater sewer system via building foundation drains;
 - b) Any nuisance that may be caused to property by Storm Water runoff

SECTION 3 LIST OF SCHEDULES AND AMENDMENT TO SCHEDULES

- 3.1 Attached to and forming part of this by-law are the following schedules:

Schedule "A"

- Typical Lot Grading Type 1
- Typical Lot Grading Type 2
- Typical Lot Grading Type 3

Schedule "B"

- Precast Concrete Splash Pads for Downspouts and Sump Pump Discharge
- Typical Swale Details
- Subsurface Drainage Piping

Schedule "C"

- Application for Lot Grading Permit

Schedule "D"

- Application for Lot Grading Deposit Release

Schedule "E"

- Lot Grade Fees & Deposits

- 3.2 Council may from time to time, by resolution, amend any schedule attached to this by-law.
- 3.3 Council may by resolution, deviate from this by-law under extenuating circumstances.

SECTION 4 DEFINITIONS

- 4.1 Unless the context otherwise requires, where used in this by-law:

Applicant - means the owner, or such other person authorized in writing by the owner to make application for a Lot Grading Permit.

Authority having jurisdiction - means an official or agency designated by the Council of the Town of Beausejour for the enforcement of any parts of this by-law.

Building - means any structure used or intended for supporting or sheltering any use or occupancy and, without restricting the generality of the foregoing, includes residential, commercial and industrial structures.

Building Lot Grade - means the lot grade elevation of the finished ground surface immediately adjacent to the foundation of a building and at the location so identified on the *Lot Grading Permit*.

Council - means the duly elected Council of the Town of Beausejour.

Downspout - means a nominally vertical pipe that is installed to carry storm water from a roof.

Elevation – means the vertical distance above or below sea level.

Finished Surface - means the completed landscaping condition of an area by covering the area with, but not limited to, sod, grass, stone, cement, wood and other substances or material.

Highway - means any place or way, including any structure forming part thereof, which or any of which the public is ordinarily entitled or permitted to use for the passage of vehicles or pedestrians, with or without fee or charges therefore, and includes all the space between the boundary lines thereof, whether or not used for vehicular or pedestrian traffic and, without restricting the generality of the foregoing, includes road, road allowances, street, lanes, thoroughfares, sidewalks, and other means of communication dedicated to the public as highways as defined, and also piers, wharves, ferries, and squares, and the road improvements thereon dedicated to public use, but does not include any area designated or intended and primarily used for the parking of vehicles and the necessary passageways thereon.

Land Drainage Sewer - means a sewer that carries storm water and surface water, street wash, weeping tile water, and other wash waters or drainage but exclude domestic wastewater and industrial wastes.

Lot - means a piece, plot or parcel of land or an assemblage of contiguous parcels of land in one ownership, having a frontage and/or flankage on a public road.

Lot Grade Elevation - means the elevation of the finished ground surface at any specific reference point or at any point on the slope between two reference points on a lot.

Lot Grading - means a general term referring to the combination of lot grade elevations and resultant slopes within a given lot.

Lot Grading Permit - means a written approval issued by the Authority Having Jurisdiction pursuant to this By-law, wherein the Building Lot Grade and the Lot Grade Elevations of a specific lot are established.

Municipality – means the Town of Beausejour.

Municipal Road – shall have the same definition as per Section 285 of the Manitoba Municipal Act.

Owner – means a person in whose name a subject property is registered.

Registered Property – means a property intended for use by one or two families only.

Splash Pad - means a cast-in-place or pre-cast concrete pad rigidly attached to a building to carry runoff and weeping tile water away from the building foundation.

Storm Water - means water from rainfall or snowmelt or a combination of the two, and includes weeping tile water.

Street – has the same meaning as Municipal Road or Highway.

Street Line – means the lateral boundaries between a Municipal Road or Highway and a lot, tract or parcel of land.

Wastewater Sewer - means a sewer that carries liquid and water carried wastes from residences, commercial buildings, industrial plants and institutions, together with quantities of ground, storm and surface water that are not admitted intentionally.

SECTION 5 APPLICATION FOR LOT GRADING PERMIT

5.1 All application for Lot Grading Permits shall be made at the offices of the Town of Beausejour.

5.2 Residential Property Lot Grading Permit Applications:

The applicant shall obtain a Lot Grading Permit prior to the issuance of a building permit to construct a building on a lot. This does not apply to the construction of accessory buildings. The application shall be accompanied by:

- a) One (1) hard copy and one (1) electronic copy, in .pdf format, of a site plan showing the location of the proposed building and any other information the Authority Having Jurisdiction deems to be pertinent to the grading of the lot.
- b) One (1) hard copy and one (1) electronic copy, in .pdf format, of a plan showing a section of the foundation and the first floor of the building to be constructed and any additional section views which may be required for multi-level buildings.

5.3 Commercial, Industrial and Multi-residential Sites Lot Grading Permit Application:

The applicant shall obtain a Lot Grading Permit prior to the issuance of a building permit to construct a building(s) intended for use as commercial, industrial, multiple-residential or other than residential property. This does not apply to the construction of additions or accessory buildings on properties where a main building exists. The application shall be accompanied by:

- One (1) hard copy and one (1) electronic copy, in .pdf format, of a lot grading plan for the site, prepared by an Engineer, Architect or Surveyor. This certified plan, where applicable, shall show:
 - a) Building Location
 - b) Lot Grade Elevations
 - c) Catch Basin Locations
 - d) Where applicable, Land Drainage Sewer sizes and locations
 - e) Entrances to buildings

And any other information the Authority Having Jurisdiction deems to be pertinent to the grading of the lot. In special cases, where applicable, the Authority Having Jurisdiction may waive some of the requirements of the Lot Grading Plan.

5.4 Existing Lot Grading Changes:

An owner shall obtain a Lot Grading Permit prior to proceeding with any work that may alter or otherwise change the grading of a lot or property in any manner that may affect the existing or established storm runoff from that or any adjacent property.

5.5 Timing of Applications:

The applicant shall make application for a Lot Grading Permit at least five (5) working days prior to the requirement of this permit.

SECTION 6 LOT GRADING REQUIREMENTS

6.1 Lot Grading shall be an integral part of the storm water drainage system for the Town.

6.2 Lot Grading Permit

The Lot Grading Permit shall have indicated on it the approved Lot Grade Elevations, and shall be accompanied by any lot grading plan approved in conjunction with the issuance of the permit. Any Lot Grading Plan so approved shall become part of the Lot Grading Permit.

6.3 Building Lot Grade

The building lot grade shall be as indicated on the Lot Grading Permit.

6.4 Residential Lot Grade

Residential property lot grading is typically illustrated in figures 1, 2 and 3 Schedule "A", as follows:

- a) Type 1 - Residential Split Lot Drainage = rear yard drains to a public lane.
- b) Type 2 - Residential Split Lot Drainage = rear yard drains to swale.
- c) Type 3 - Residential Back-to-Front Lot Drainage = rear yard drains to front street.

6.5 Perching of Residential Property

Residential property shall be graded and landscaped to achieve a "perching" of soil surrounding the perimeter of a building. This "perching" shall be constructed to provide effective positive drainage away from the building as set out in Schedule "A".

6.6 Lot Line Grading

Each lot shall be graded in such a manner as to allow storm water to drain along the lot line without ponding or obstruction, in accordance with the Lot Grading Permit.

6.7 Special Site Conditions of Residential Property

The requirements of Schedule "A" may be varied to resolve particular site conditions provided the intent of the By-law is met. Examples of special site conditions include, but are not limited to:

- a) Corner lots
- b) Restricted side yard lots
- c) Infilling of developed areas
- d) Construction of accessory structures

Such variation must be approved by the Authority Having Jurisdiction.

6.8 Commercial, Industrial and Multiple-residential Lot Grading

In designated areas of the Town, storm water runoff from commercial, industrial and multiple-residential properties may be required to be controlled so as not to exceed the maximum allowable rate of storm water discharge into the Town's Land Drainage System, as may be determined by the Authority Having Jurisdiction.

6.9 Roof Downspouts

All building roof downspouts shall be located such that effective positive drainage away from the building is achieved. All downspouts shall discharge through a suitable elbow onto a splash pad as detailed in Schedule "B" or by an equivalent method approved by the Authority Having Jurisdiction. Building roof downspouts shall not be located nor directed so as to cause storm water to drain directly onto adjacent property.

6.10 Sump Pump Discharge Pipe

All sump pump discharge pipes discharging weeping tile water shall be located such that effective positive drainage away from the building is achieved. These sump pump discharge pipes shall be fitted with a suitable elbow and shall discharge onto a splash pad as detailed in Schedule "B" or by an equivalent method approved by the Authority Having Jurisdiction and shall not be located so as to direct or cause discharge water directly onto adjacent property or street except where street ditches are adjacent to the property. No property owner shall discharge water directly into the Town sewer system.

6.11 Wastewater Sewer Connection

The Building Lot Grade Elevation shall be established at sufficient elevation to ensure that the wastewater sewer connection from the building conforms to the requirements of the Authority Having Jurisdiction.

6.12 Swales

When required by the Authority Having Jurisdiction, swales are to be built with no less than half a percent (.05%) grade and to be grassed. No trees, bushes, shrubs or any other such obstruction such as retention walls or structure are to be placed in or within one (1) meter of any swale(s), see Schedule B for a detail drawing of a swale. Fences may be permitted as long as there is no obstruction of flow.

SECTION 7 LOT GRADING CONSTRUCTION

7.1 Marking of Residential Property

The applicant, upon receiving a Lot Grading Permit, shall mark the corners of the lot or property with suitable marker stakes and shall display the address and lot number at a conspicuous location.

7.2 Provision of Building Lot Grade Stakes

The applicant shall request a Building Lot Grade Stake from the Authority Having Jurisdiction at least five (5) working days prior to the requirement of this stake.

The Authority Having Jurisdiction shall:

- a) Mark the Building Lot Grade on a stake located at the street line of the lot or such other suitable location as may be determined.
- b) Mark the corner Lot Grade Elevation upon suitable stakes at each lot corner or such other suitable location as may be determined.

Setting and marking of lot grades will generally be made during the period from May 1st to October 31st of each year, subject to snow cover and wet conditions.

The applicant shall take precautions to ensure that these Lot Grade Stakes are protected until no longer required. If replacement of the Lot Grade Stakes is required, the applicant shall pay the cost of such replacement.

7.3 Entering Upon Property

Duly authorized employees of the Municipality or its authorized agent so assigned may, pursuant to Section 239(1) and 239(3) of The Municipal Act enter upon property for the purpose of survey, observation or inspection associated with the enforcement of compliance with the Lot Grading Permit and the provision of this By-law.

The applicant shall ensure that employees of the Municipality or its agents are not interfered with in any way in the performance of the duties imposed on them by this By-law.

7.4 Compliance with Lot Grading Permit

The applicant shall ensure that all lot grading of a lot or property is completed in accordance with the requirements of the Lot Grading Permit. All Lot Owners shall complete their Lot Grading in compliance with the Building Lot and Lot Grade Elevation provided by the Town of Beausejour within two (2) years of the issuance of the Lot Grading Permit. This shall require the placement of a Finished Surface upon the said Lot.

7.5 Release of Lot Grading Deposit

The Municipality shall, upon submission of a Lot Grade Deposit Release form by the Applicant, cause the lot or property to be inspected and surveyed as required to determine compliance with the Lot Grading Permit.

The Lot Grading Deposit shall be released to the applicant, or such other person authorized in writing by the applicant, when the Authority Having Jurisdiction has determined that all grading requirements identified in Schedule "D" have been met, including:

- The landscaping of the property has been substantially completed. Substantial completion shall mean the completion of the perching surrounding the building, completions of installation of roof, down spouts, splash pad, marked civic address and the remaining lot grading and finished surface to a point where it complies with this by-law.
- Any damage to Municipal property caused by the applicant has been appropriately repaired and any debris and/or material left on Municipal property has been cleared by the applicant.
- Brokenhead River Planning District has completed the Final Inspection of the Building and Final Occupancy has been issued for the associated building permit.

Inspections and surveys for the purpose of deposit release will generally be made during the period from May 1st to October 31st of each year, subject to snow cover and wet conditions.

When the above provisions are provided for an existing development Agreement, the development agreement shall prevail.

SECTION 8 FEES AND DEPOSITS

8.1 Fees

The applicant shall be required to pay the Municipality the applicable fee for a Lot Grading Permit, as set out in Schedule "E" attached hereto. This fee shall be paid prior to the issuance of the Lot Grading Permit.

8.2 Lot Grading Deposit

The applicant shall be required to deposit with the Municipality an applicable sum for a Lot Grading Deposit, as set out in Schedule "C". This sum shall be deposited prior to the issuance of a Lot Grading Permit. This deposit shall be retained by the Municipality until such time as the lot grading is substantially completed in accordance with Clause 7.5.

8.3 The Lot Grading Deposit shall be forfeited if not completed within two (2) years.

SECTION 9 RESPONSIBILITY OF PROPERTY OWNERS

9.1 Maintenance of Lot Grading

The owner shall be responsible to ensure the maintenance of all lot grades and landscape requirements which were established and approved by the Municipality prior to the passage of this By-law or established by a Lot Grading Permit.

9.2 Control of Lot Drainage

The owner shall be responsible to ensure that any storm water originating on his or her property is not directed nor permitted to flow onto adjacent property in a manner that would adversely affect or be detrimental to that property.

9.3 Maintenance of Roof Downspouts, Sump Pump Discharge Pipe and Splash Pads

The owner shall be responsible to ensure that roof downspouts, sump pump discharge pipe and splash pads or their approved equivalent are maintained to meet the requirements set forth in Clauses 6.9 and 6.10.

9.4 Maintenance of Swales

The owner shall be responsible to ensure that swales are kept free of obstructions as to allow unobstructed flow of storm water and snow melt runoff. No trees, bushes, shrubs are to be planted/growing in or within one (1) meter of any swale(s) and maintained so as to meet the requirements set for in Section 6.12 of this by-law.

SECTION 10 REMEDIAL ACTION

10.1 Non-Compliance with Lot Grading Permit

Where the lot grading has not been completed in accordance with the Lot Grading Permit, the Authority Having Jurisdiction may give written notice by certified mail to the applicant, directing that the lot grading be completed and/or corrected.

Where required by the Authority Having Jurisdiction, the applicant shall submit as part of the corrective measures, a new Lot Grading Plan prepared by a Professional Engineer, Architect or Surveyor.

10.2 Failure to Comply with the Lot Grading Permit

Where an applicant who has been given a notice, order or direction pursuant to Clause 10.1 neglects or refuses to comply with such order or direction within the time specified, the Municipality may cause the work to be carried out and charge the cost of the work against the deposit held by the Municipality. Where the cost of the work exceeds the value of the deposit held, the Municipality may charge the cost of such excess against the applicant, and in default of payment:

- a) Recover the cost as a debt due to the Municipality;
- b) Charge the cost against the land concerned as taxes due and owing in respect of that land and recover the cost as such.

10.3 Lack of Maintenance of the Lot Grade

Where the lot grading has not been properly maintained and drainage is not achieved in accordance with previously established and approved building lot grade and lot grade elevations or with the Lot Grading Permit and the requirements of the By-law, the Authority Having Jurisdiction may give a written notice by certified mail to the owner, directing that the lot grading be corrected.

Where required by the Authority Having Jurisdiction the Owner shall submit as part of the remedial measures, a new Lot Grading Plan prepared by a Professional Engineer, Architect or Surveyor.

10.4 Failure of Owner to Correct Lot Grading

Where an owner who has been given a notice, order or direction pursuant to Clause 10.3 neglects or refuses to comply with such order or direction within the time specified, the Municipality may cause the work to be carried out by the Municipality and charge the cost against the Owner, and in default of payment:

- a) Recover the cost as a debt due to the Municipality;
- b) Charge the cost against the land concerned as taxes due and owing in respect of that land and recover the cost as such.

SECTION 11

GENERAL PENALTIES

11.1 Any person who contravenes or disobeys, or refuses or neglects to obey any provision of this By-law for which no penalty is provided, is guilty of an offence and liable, on summary conviction of a fine not exceeding \$500.00 in the case of an individual, or \$1,000.00 in the case of a corporation, or, in the case of an individual, to imprisonment for a term not exceeding one (1) month or to both such a fine and such an imprisonment.

11.2 Where a contravention, refusal, neglect, omission or failure continues for more than one day, the person is guilty of a separate offence for each day it continues.

SECTION 12

EFFECTIVE DATE

12.1 All By-laws, resolutions and order passed relative to the grading of private property and establishing minimum building grades to control storm water runoff to the extent that they are inconsistent herewith, are hereby repealed upon the date this By-law comes into effect.

SECTIONAL 13

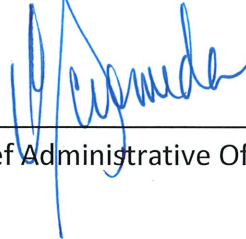
REPEAL

13.1 By-Law No. 1772-19 and all amendments thereto are hereby repealed.

DONE AND PASSED in Council duly assembled, in the Town of Beausejour, in the Province of Manitoba, this 28th day of March, A.D. 2023.



Mayor



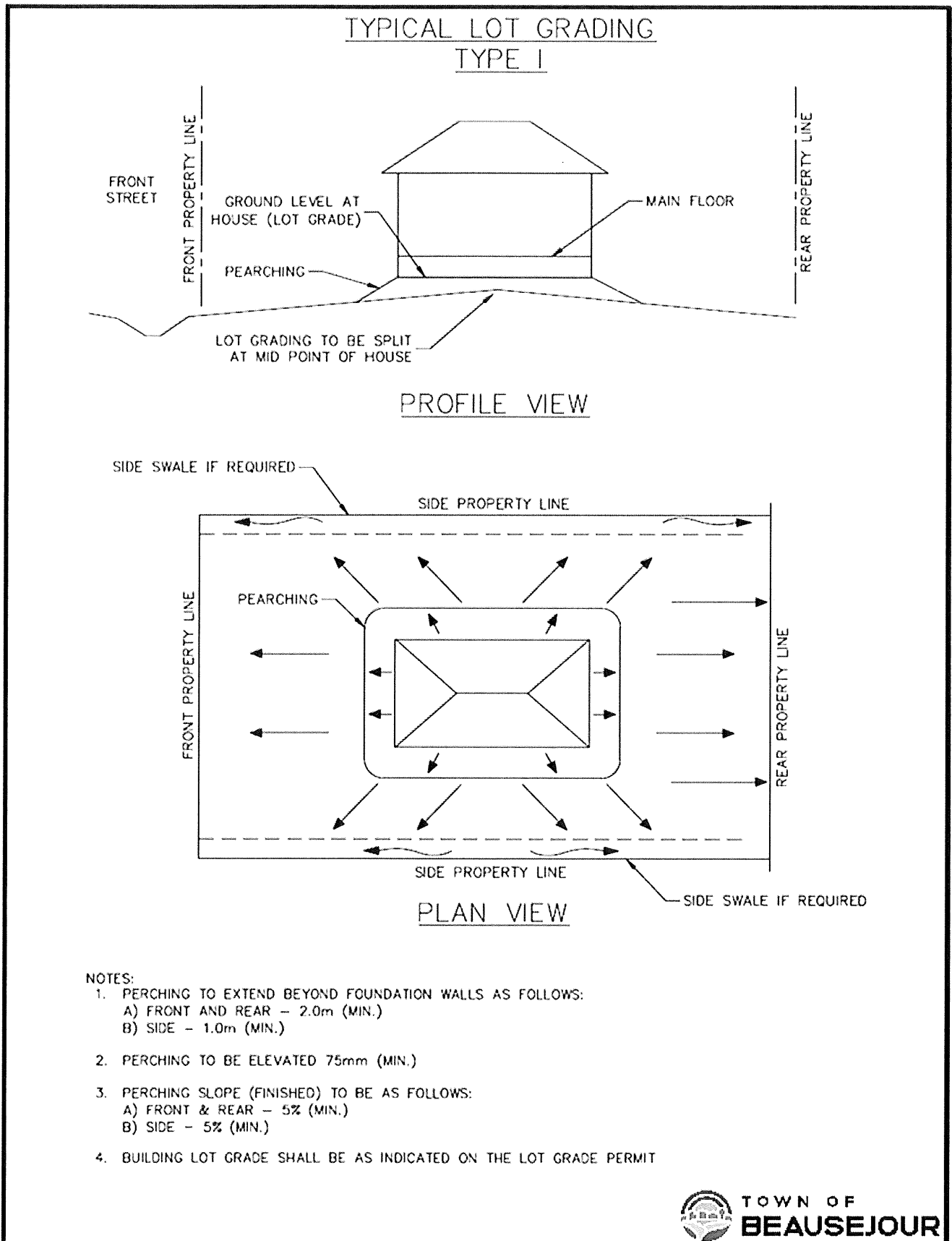
Chief Administrative Officer

Read a First Time this 14th day of March, A.D. 2023

Read a Second Time this 28th day of March, A.D. 2023

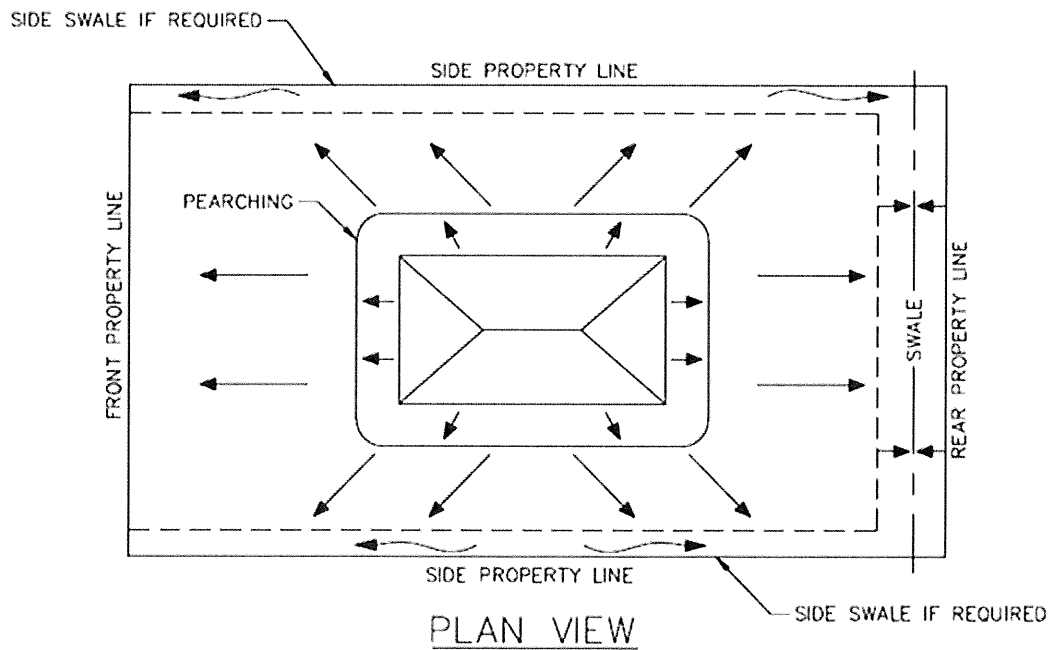
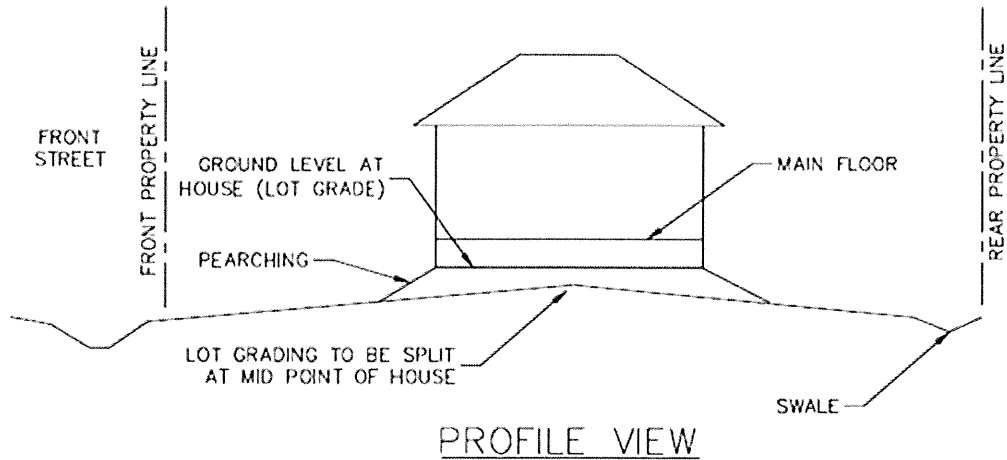
Read a Third Time this 28th day of March, A.D. 2023

Schedule "A"
TYPICAL LOT GRADING TYPE 1



Schedule "A"
TYPICAL LOT GRADING TYPE 2

TYPICAL LOT GRADING
TYPE II

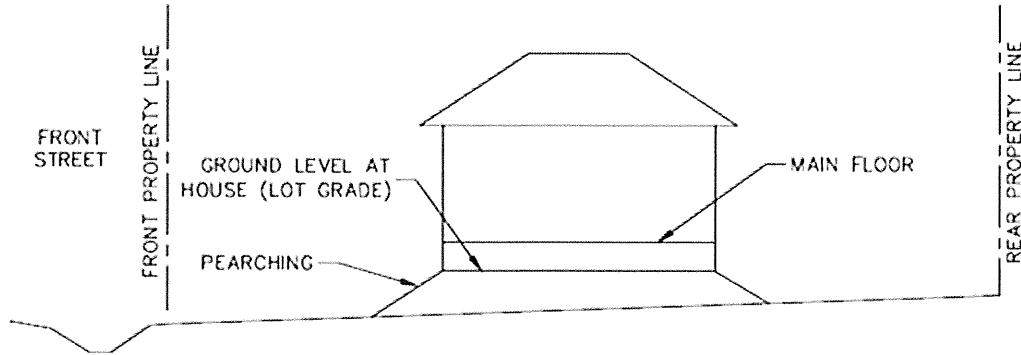


NOTES:

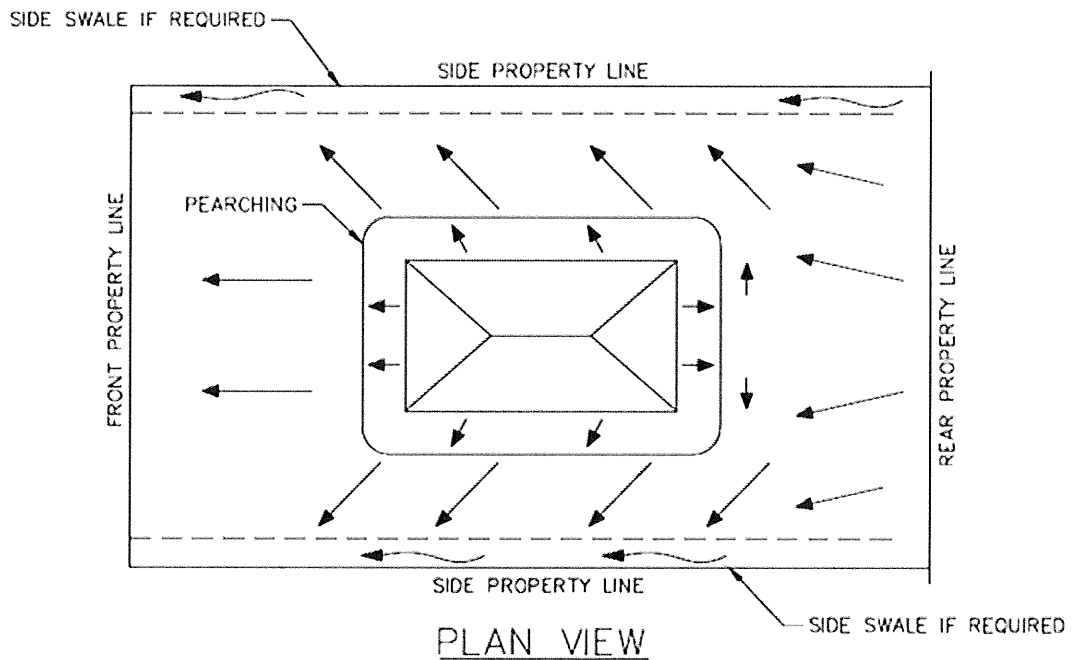
1. PEARCHING TO EXTEND BEYOND FOUNDATION WALLS AS FOLLOWS:
 - A) FRONT & REAR - 2.0m (MIN.)
 - B) SIDE - 1.0m (MIN.)
2. PEARCHING TO BE ELEVATED 75mm (MIN.)
3. PEARCHING SLOPE (FINISHED) TO BE AS FOLLOWS:
 - A) FRONT & REAR - 5% (MIN.)
 - B) SIDE - 5% (MIN.)
4. BUILDING LOT GRADE SHALL BE AS INDICATED ON THE LOT GRADE PERMIT

Schedule "A"
TYPICAL LOT GRADING TYPE 3

TYPICAL LOT GRADING
TYPE III



PROFILE VIEW



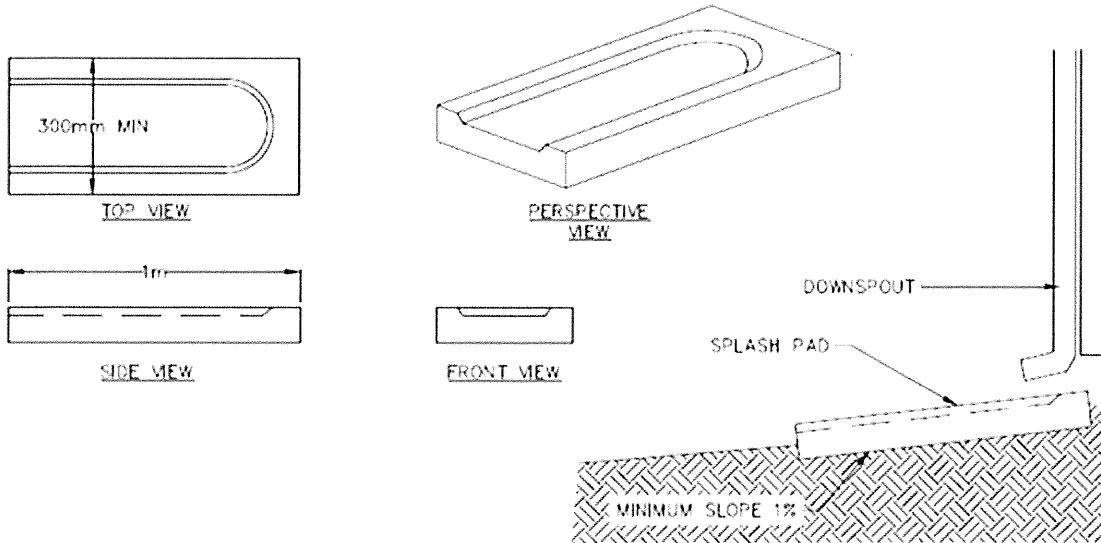
PLAN VIEW

NOTES:

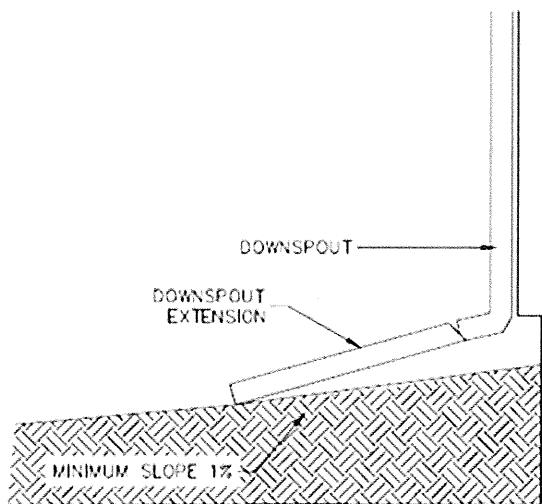
1. PERCHING TO EXTEND BEYOND FOUNDATION WALLS AS FOLLOWS:
 - A) FRONT AND REAR - 2.0m (MIN.)
 - B) SIDE - 1.0m (MIN.)
2. PERCHING TO BE ELEVATED 75mm (MIN.)
3. PERCHING SLOPE (FINISHED) TO BE AS FOLLOWS:
 - A) FRONT & REAR - 5% (MIN.)
 - B) SIDE - 5% (MIN.)
4. BUILDING LOT GRADE SHALL BE AS INDICATED ON THE LOT GRADE PERMIT

Schedule "B"
PRECAST CONCRETE SPLASH PADS
FOR DOWNSPOUTS AND SUMP PUMP DISCHARGE

PRECAST CONCRETE SPLASH PAD



POSSIBLE EQUIVALENT METHOD



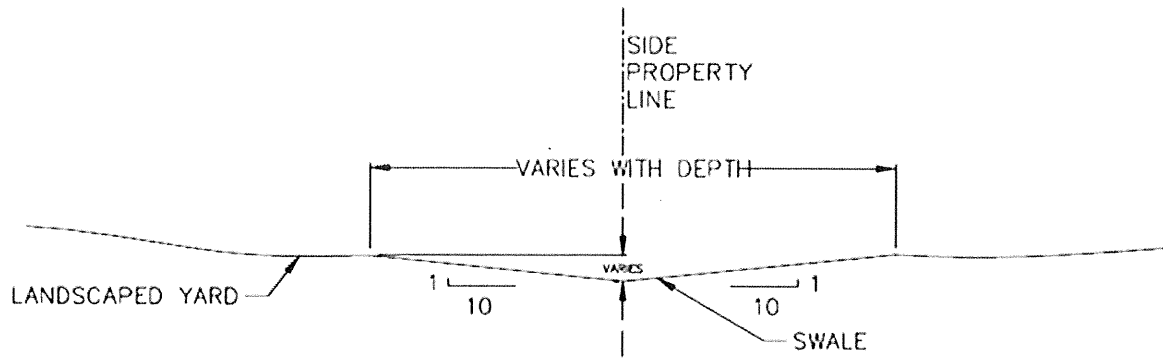
NOTES:

1. OTHER EQUIVALENT METHODS SHALL BE APPROVED ON THE CONDITIONS THAT THEY:
 - A) PROMOTE ALL WATER FROM DOWNSPOUTS AWAY FROM THE FOUNDATION OF THE HOUSE
 - B) ARE NOT LOCATED NOR DIRECTED SO AS TO CAUSE STORM WATER TO DRAIN DIRECTLY ONTO ADJACENT PROPERTY

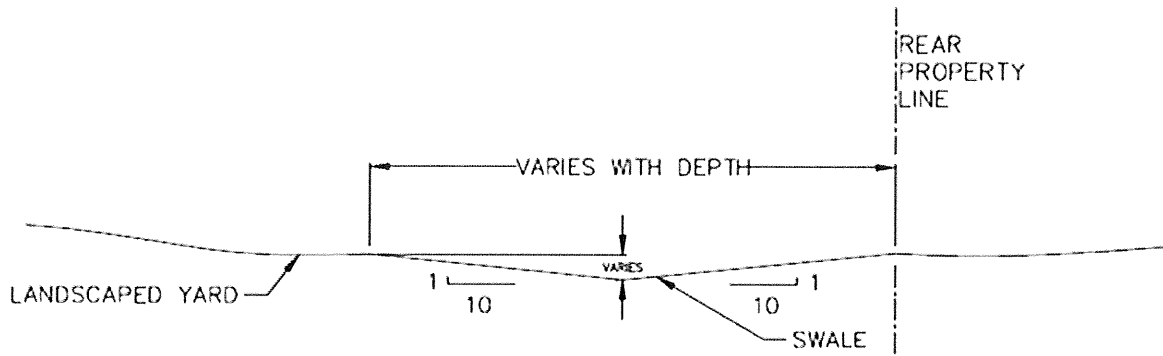


TOWN OF
BEAUSEJOUR

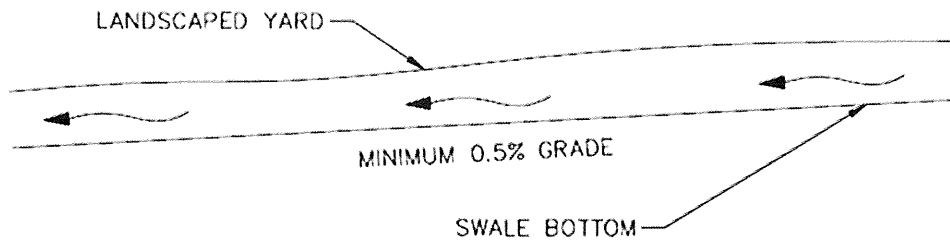
Schedule "B"
TYPICAL SWALE DETAILS



TYPICAL SIDE YARD SWALE



TYPICAL REAR YARD SWALE



TYPICAL SWALE PROFILE

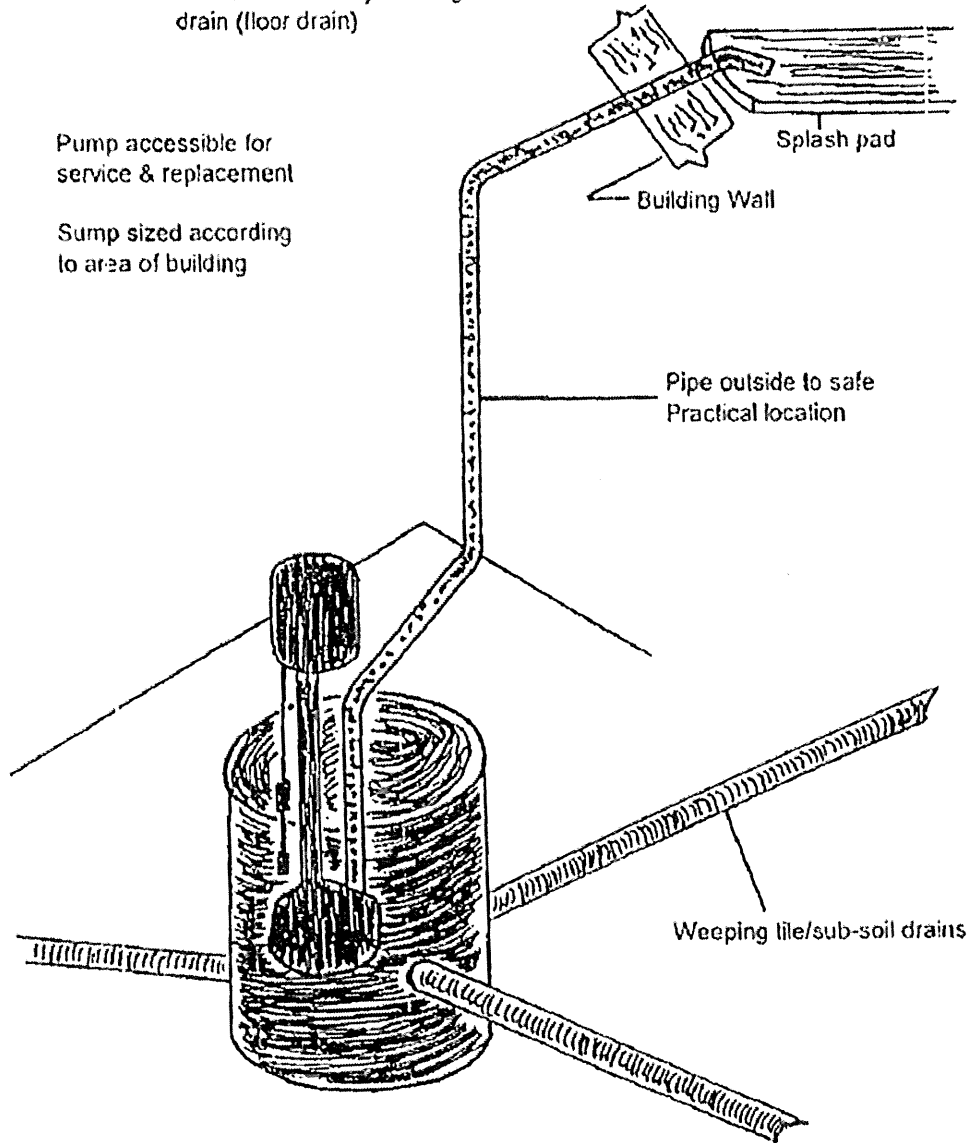
Schedule "B"
SUBSURFACE DRAINAGE PIPING

Sub-soil drainage piping frequently discharges into a sump pump and is pumped outside

Note: No overflow allowed to connect to sanitary building drain (floor drain)

Pump accessible for service & replacement

Sump sized according to area of building



SUBSURFACE DRAINAGE PIPING

N.T.S.

Schedule "C"
Application for Lot Grading Permit



TOWN OF BEAUSEJOUR

639 Park Avenue, Beausejour, Manitoba R0E 0C0
Phone: 204-268-7550 Fax: 204-268-3107
Email: townoffice@townofbeausejour.com

The undersigned hereby applies for a Lot Grade Permit to build in accordance with this application, all by-laws, and regulations applicable hereto. The accuracy of the information which follows and the accompanying plans and specifications with the representations therein contained are the responsibility of the owners and are hereby made a part of this application.

Owner(s): _____

Mailing address _____

Primary Phone _____ Secondary Phone _____

Email address _____

Applicant(s): _____

Mailing address _____

Primary Phone _____ Secondary Phone _____

Email address _____

Civic address: _____

Lot No. _____ Block No. _____ Plan No. _____ Roll No. _____

Building Type: Residential Commercial Industrial Multi-Residential Other _____

Required Documents Attached:

Site Plan Foundation Section Main Floor Wall Section Engineered Lot Grading Plan (if applicable)

One (1) hard copy and one (1) electronic copy, in .pdf format, of each required document must be supplied to the Municipality

Other Applicable Municipal Permits Required:

Private Approach Permit	<input type="checkbox"/> No <input type="checkbox"/> Yes	New and modifications to existing Private Approaches	Streets By-Law
Connection Permit	<input type="checkbox"/> No <input type="checkbox"/> Yes	New sewer and water service installations	Waterworks System By-Law
Street Cut Permit	<input type="checkbox"/> No <input type="checkbox"/> Yes	Excavations within the Municipal Right-of-Way	Streets By-Law
Private Well Permit	<input type="checkbox"/> No <input type="checkbox"/> Yes	Installation of water wells and bore holes	Private Well By-Law

By signing below the applicant confirms that they understand, and agree to comply with, the requirements of the Town's Lot Grade By-law and that all personal information included herein is accurate.

Applicant Signature _____ **Date** _____

Municipal Use

- Required Documents Received and Attached
- Other Applicable Permits Provided and Attached
- Fees and Deposit Collected, Receipt Attached

Fees GL: 10-3-08250-0100
Deposit GL: 10-2-04400-0105

Building Lot Grade Set: Elevation _____

Date _____ Survey Signature _____

Landscaping Grade(s) Set: Building Lot Grade Check _____

Date _____ Survey Signature _____

Deposit Release:

Cheque No. _____ Date _____

Schedule "C"
Application for Lot Grading Permit

Purpose of Establishing Lot Grades

The purpose for establishing Lot Grades for properties within the Town of Beausejour is to ensure your property is graded to allow the municipality to manage Storm Water Runoff, in a 10-year Return Storm Event, to:

1. Prevent the infiltration of storm water into the Municipal Wastewater Sewer System via building foundation drains.
2. Minimize any nuisance that may be caused to property by Storm Water Runoff.

Services provided by the Town

The Town of Beausejour, upon receiving the application, shall visit the property (up to) three times during the construction process to:

Initial Visit (7.2)

1. Mark the Building Lot Grade on a stake located at the street line of the lot or such other suitable location as may be determined.

Second Visit (7.2) – if necessary

2. Mark the corner Lot Grade Elevations upon suitable stakes at each lot corner or such other suitable location as may be determined
3. Mark the Building Lot Grade on a stake located at the street line of the lot or such other suitable location as may be determined.

Final Visit (7.5)

4. To ensure the final finished Landscape Lot Grade is in compliance with the Lot Grading Permit.
5. To approve the release of the Lot Grading Deposit to the Applicant

Please Note: Lot grade must be established and approval must be given by the Authority Having Jurisdiction prior to commencement of construction.

The Application must have attached

5.2 Residential Property Lot Grading Permit Applications

The applicant shall obtain a Lot Grading Permit prior to the issuance of a building permit to construct a building on a lot. This does not apply to the construction of accessory buildings. The application shall be accompanied by:

- a) One (1) hard copy and one (1) electronic copy, in .pdf format, of a site plan showing the location of the proposed building and any other information the Authority Having Jurisdiction deems to be pertinent to the grading of the lot.
- b) One (1) hard copy and one (1) electronic copy, in .pdf format, of a plan showing a section of the foundation and the first floor of the building to be constructed and any additional section views which may be required for multi-level buildings.

5.3 Commercial, Industrial and Multiple-residential Sites Lot Grading Permit Applications

The Applicant shall obtain a Lot Grading Permit prior to the issuance of a building permit to construct a building(s) intended for use as commercial, industrial, multiple-residential or other than residential property. This does not apply to the construction of additions or accessory buildings on properties where a main building exists. The application shall be accompanied by:

- a) One (1) hard copy and one (1) electronic copy, in .pdf format, of a lot grading plan for the site, prepared by an Engineer, Architect or Surveyor. This certified plan, where applicable, shall show:
 - i. Building Location
 - ii. Lot Grade Elevations
 - iii. Catch Basin Locations
 - iv. Swale size and location where applicable
 - v. Where applicable, Land Drainage Sewer sizes and locations
 - vi. Entrances to buildings

And any other information the Authority Having Jurisdiction deems to be pertinent to the grading of the lot. In special cases, where applicable, the Authority Having Jurisdiction may waive some of the requirements of the Lot Grading Plan.

Schedule "D"
Lot Grading Deposit Release



**TOWN OF
BEAUSEJOUR**

639 Park Avenue, Beausejour, Manitoba R0E 0C0
 Phone: 204-268-7550 Fax: 204-268-3107
 Email: townoffice@townofbeausejour.com

Civic address: _____

Lot No. _____ Block No. _____ Plan No. _____ Roll No. _____

Applicant(s): _____

Mailing address _____

Primary Phone _____ Secondary Phone _____

Email address _____

The items in the following checklist must be completed in accordance with the Lot Grade Permit, Municipal By-Laws, and Municipal Specifications to be eligible for release of the Lot Grading Deposit.

	Item	Completed
1	Grading of site conforms to Lot Grading Permit.	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
2	Water does not drain to adjacent properties or streets.	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
3	The sump pump discharge is installed with a splash pad or discharge hose at the location identified on the Site Plan	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
4	Surplus and/or deleterious materials have been removed from the site	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
5	Swales have been graded to the required elevations, if applicable	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
6	Curb stop box(es) are accessible and at finished grade, +/- 25mm	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
7	Eavestrough, downpipes, elbows, and extensions or splash pads have been installed and are not directed towards adjacent properties.	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
8	Damage to Municipal property has been repaired, if applicable	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
9	The private approach to the property is installed to Municipal specifications	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
10	The private approach culvert is the approved size and material, has been installed to correct elevation, and is in serviceable condition.	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
11	Ditches have been cleaned, graded, and sodded, if applicable	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
12	Basement windowsill is a minimum of 100mm (4") above finished grade <u>or</u> a window well has been installed c/w stone filled drain to weeping tile system	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
13	Damage to Native Grasses has been repaired, if applicable.	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
14	Sodding or landscaping and seeding of yard	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
15	Final Inspection completed and Final Occupancy issued by BRPD	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A

Comments: _____

By signing below the Applicant confirms that all items are completed as identified and that all non-compliant items discovered upon Final Lot Grade Inspection may cause the Applicant to incur Additional Inspection, Survey, or Staking fees.

Applicant Signature _____ Date _____



639 Park Avenue, Beausejour, Manitoba R0E 0C0
 Phone: 204-268-7550 Fax: 204-268-3107
 Email: townoffice@townofbeausejour.com

Civic address: _____

Lot No. _____ Block No. _____ Plan No. _____ Roll No. _____

COMPLIANT NON-COMPLIANT Town of Beausejour Inspector: _____

	Item	Compliant
1	Grading of site conforms to Lot Grading Permit.	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
2	Water does not drain to adjacent properties or streets.	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
3	The sump pump discharge is installed with a splash pad or discharge hose at the location identified on the Site Plan	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
4	Surplus and/or deleterious materials have been removed from the site	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
5	Swales have been graded to the required elevations, if applicable	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
6	Curb stop box(es) are accessible and at finished grade, +/- 25mm	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
7	Eavestrough, downpipes, elbows, and extensions or splash pads have been installed and are not directed towards adjacent properties.	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
8	Damage to Municipal property has been repaired, if applicable	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
9	The private approach to the property is installed to Municipal specifications	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
10	The private approach culvert is the approved size and material, has been installed to correct elevation, and is in serviceable condition.	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
11	Ditches have been cleaned, graded, and sodded, if applicable	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
12	Basement windowsill is a minimum of 100mm (4") above finished grade <u>or</u> a window well has been installed c/w stone filled drain to weeping tile system	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
13	Damage to Native Grasses has been repaired, if applicable.	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
14	Sodding or landscaping and seeding of yard	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A
15	Final Inspection completed and Final Occupancy issued by BRPD	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A

Comments: _____

Inspector Signature _____ Inspection Date _____

Schedule "E"
Lot Grade Fees & Deposits

Lot Grade Permit Fee	\$ 750.00
Lot Grade Deposit	\$ 5,000.00
Additional Inspection, Survey, or Staking	\$ 300.00